

JA Company Registration Form

Please TYPE all information in ENGLISH (except signatures) and submit the completed form to Junior Achievement (JA) Hong Kong by BOTH means (upon receipt of both, JA Hong Kong will issue an official Charter for your JA Company during the CEO Briefing to be held on 16 December 2017):

1. Email the completed form in MS Excel format to cp.ja@jahk.org with subject "JA Company Registration [School Name / Team Name]"; and
2. Return the **signed** copy by email (in PDF format to: cp.ja@jahk.org) / fax (2526-2153) / post or in person (Unit 102, 1/F, Beautiful Group Tower, 74-77 Connaught Road Central, Central, Hong Kong).

Registration Deadline: [10 November 2017 \(Friday\), 6:00pm](#)

Part 1 - Company Information

Company Name: _____, a JA Company

Open Track Team

School Name:
(for school team) South Tuen Mun Government Secondary School

Name of Link Teacher(s) /
Adult Coordinator: 1 Ross Tricia KY
2 _____

Name of Business Advisor(s): 1 _____
2 _____

Type(s) of Product / Service: 1 Fragrance Bottle
2 _____

Product / Service Description:

1. Features and / or functions;

Different designs and shapes of fragrance bottles available, e.g. grow in the dark features, mobile phone stand, cartoon/funny porcelin tailor-made base with recycled bottles as the holder

2. Original design OR value-added;

Various choices of home-made essential oil or colored sand/beans , unique designed tailor-made porcelin base with different themes, mainly for speical occasions e.g. birthday, Valtine's Day, Friendship, greetings, wishes and etc

3. If value-added, what components are added

make use of recycled plastics bottles to promote the concept of 'reuse' wastes to beautify and protect our environment or just simply your living surroundings

Company Website and / or Facebook:

Weekly Meeting Schedule:

(Day of week, e.g. Saturday)	Tuesday	(Time, e.g. 1500 - 1700)	5
			:

Part 2 - Free Account of Online Shop

Please tick (✓) in the appropriate box below to confirm your JA Company's setup of an online shop with SHOPLINE

- Our JA Company **WILL** set up an online shop with SHOPLINE, and the email address for user login is: _____
- Our JA Company **WILL NOT** set up any online sales channel(s). Reason: Have not investigated it yet
- Our JA Company **WILL** set up other online sales channel(s) but not with SHOPLINE. Reason: _____

Part 3 - Trade Fair Booking Form

Please tick (✓) in the appropriate box below to confirm your JA Company's participation and secure a Booth at the [Trade Fair on 10 February 2018 \(Saturday\)](#)

- Our JA Company **WILL** participate in the Trade Fair
- Our JA Company **WILL NOT** participate in the Trade Fair. Reason: _____

Part 4 - Semi-Final Competition - Indication of Intention

Please tick (✓) in the appropriate box below to indicate your intention in JA Company's participation in the Semi-Final Competition [on 10 February 2018 \(Saturday\)](#)

- Our JA Company **WILL** participate in the Semi-Final Competition
- Our JA Company yet to confirm whether to participate in the Semi-Final Competition.
- Our JA Company **WILL NOT** participate in the Semi-Final Competition. Reason: _____

Part 5 - Details of Team Members (Fill in details for ALL team members)

All the personal information is for JA HK's internal reference only.

		Surname	First Name	Gender (M / F)	Age <i>(as of 31 December 2017)</i>	Contact Phone	Email Address	Form / Grade	Signature
e.g.,	CEO	Chan	Tai Man Leo	M		12345678	123@456.com.hk	4	
1	CEO	Wong	Ka Tung	M	16	91397635	wkt810@gmail.com	5	
2	VICE CEO	Po	Wing Yin	F	16	66913228	nataliepo2ne1@gmail.com	5	
3	Sales and Marketing Director	Yu	Pok In	F	18	91563342	pokyinyu@gmail.com	5	
4	Operations Director	Cheung	Wan Ying	F	16	54096744	cheungwanying729@gmail.com	5	
5	Finance Director	Kung	Kei Ping	F	17	67454313	ruthkung71@gmail.com	5	
6	Human Resources Director	Cheung	Hoi Yan	F	17	67387393	hoiyan061240@outlook.com	5	
7	Technology Director	Chan	Kwun Hong	M	15	95559113	chankwunhong0124@yahoo.com.hk	4	
8	Sales Manager	Yiu	Yi Ching	F	17	95423947	YiChing725@gmail.com	5	
9	Assistant Sales Manager	Ng	Cheuk Kan	F	15	54081006	minnie622622@gmail.com	4	
10	Marketing Manager	Ng	Yi Hon	F	16	52287459	ng2001vihon@gmail.com	5	
11	Assistant Marketing Manager	Ordonez	Nazir	M	16	51056100	nazirk51@gmail.com	4	
12	Marketing Research Manager 1	Chan	Kam Yan	F	14	66922723	cky_021113@gmail.com	4	
13	Marketing Research Manager 2	Yau	Sophie	F	15	91347448	sophieyau10@gmail.com	4	
14	Sales Representative 1	Lau	Tsz Hei	M	15	63406831	donald2002817@gmail.com	4	
15	Sales Representative 2	Lo	Kai Chak	M	15	62119303	Kennylo6b191a19@gmail.com	4	
16	Sales and Marketing Staff 1	Shao	Wai Yan	F	15	53616120	shaowaiyan50210@gmail.com	4	
17	Sales and Marketing Staff 2	Cheung	Yi man	F	15	55409281	chcarmen625@gmail.com	4	
18	Operations Manager	Chau	Tsz Ching	F	16	90363331	chaujessy@gmail.com	4	
19	Quality Manager	Lam	Yeuk Yu	F	18	54887682	lamyeuky@gmail.com	5	
20	Operations Specialists 1	Cheung	Yan Kiu	F	15	66284241	claudia22yoyo@gmail.com	4	
21	Operations Specialists 2	Lai	Chun Yin	M	14	55776762	chunyinlai123@yahoo.com.hk	4	
22	Operations Staff 1	Li	Tsz Yin	F	15	68041674	tszyin1230@gmail.com	4	
23	Operations Staff 2	Wong	Ka Yan	F	15	51684739	lwong740@gmail.com	4	
24	Accounts Payable Specialist	Chow	Chak Tin	M	15	67302693	1968906910qq@gmail.com	4	
25	Accounts Receivable Specialist	Ng	Ka Ying	F	15	98108796	ngyessica@yahoo.com.hk	4	
26	Corporate Secretary 1	Tang	Shing Hin	M	15	67314441	shinghint@gmail.com	4	

27	Payroll Specialist 1	Oen	Kin Wing	M	15	68756502	kirayamato00128@yahoo.com.hk	4	
28	Payroll Specialist 2	Cheng	Ho Fung	M	15	67905454	alodoxa803@gmail.com	4	
29	App-master	Yu	Tin Long	M	15	59059777	marcusyu35@gmail.com	4	
30	Technical Support Supervisor	Chau	Uen On	M	15	64094950	boscochau.basketball@gmail.com	4	
31	Staff	Chau	King Yuk	M		94599958		5	
32	Staff	Ip	Kam Ho	M		95810981		5	
33	Staff	Lo	Yin Hei	M		96409361		5	
34	Staff	Chan	Chun Hei	M				4	
35	Staff	Tang	Yiu Hung	M				4	
36	Staff	Wong	Wai Ching	M				4	
37	Staff			M				4	

Part 6 – Declaration

I hereby declare that the above information provided in this JA Company Registration Form is accurate.

CEO Signature:

Full Name (in English):

Date:

Wong Ka Tung